



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Instructional Services Division of Instructional Media Services Media Field Services, #2054 Twin Towers E. Atlanta, Georgia 30334	Application Number 83-39	Date Received DEC 14 1982
Application Number		Date Completed FEB 9 1983	
2. Person to Contact Betty Gragg		Working Title Secretary/Senior	Telephone Number 656-2418
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1965		5. Records Series Title (followed by title used in office, if different) Statewide Media Documentation Files	
Latest To date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Media Field Services provides consultative and technical assistance in planning, organizing, administering and evaluating media programs in local systems, implementing State Board Policy on instructional materials and equipment in local systems, conducting workshops for media personnel, working with colleges, CESAs and others to improve media program development, and reviewing and making recommendations concerning plans for media facility renovation and construction.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining current information on the types and amounts of instructional materials and equipment in local schools. Included are: Annual Instructional Resources Surveys from each local school system, other statistics related to the development of media programs, and related documents. Also included are Statewide Summary Reports which give statewide totals of data compiled from individual surveys. File is arranged: Alphabetically by system.			
8. Monthly Reference Rate One to six months old <u>100</u> ; Seven to twelve months old <u>100</u> ; Thirteen to twenty-four months old <u>100</u> ; twenty-five months and older <u>?</u> How often are records referred to which are:			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Annual Instructional Resources Surveys: cut off file when Statewide Summary Report is completed, then destroy.

Statewide Summary Report: (1) place record copy in Office of Instructional Services Subject File series; and (2) hold reference copy in office until no longer needed for reference, then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>A. Weyman Culp</i>	<i>12/13/82</i>	<i>Walker L. Baumgardner</i>	<i>12/10/82</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>Robert H. Small</i>	<i>2/6/83</i>
		Secretary of State/Designee <i>Edward Weedon</i>	<i>2/3/83</i>
		Attorney General/Designee <i>Shepard</i>	<i>1-6-83</i>